USD 443
IPAD
GUIDELINES
FOR TEACHERS

iPAD
INITIATIVE

- PREPARING 21st Century learners;
- PERSONALIZING learning for each student;
- EMPOWERING students as life-long learners.

Apple
PREPARING, PERSONALIZING AND EMPOWERING 21ST CENTURY LEARNERS
USD 443 IPAD INITIATIVE
GUIDELINES FOR
TEACHERS & STAFF

Dodge City Public Schools is excited to add Apple iPads to the technology resources available to our teachers and staff.

We believe the effective use of iPads will enhance teaching, learning, and achievement. This tool will afford greater opportunities for our students and staff to be productive citizens in a global environment, a goal that requires greater technology skills, collaboration, and teamwork.

All users of the iPad are required to review this document, as well as sign an agreement with the school district regarding its appropriate use.

EXPECTATIONS FOR STAFF USE OF IPADS

● To engage students by interacting with academic resources such as textbooks, applications, scholarly sources, and content-rich media
● To facilitate mobile learning across the school campus and beyond
● To integrate technologies such as the iPad in daily educational practices
● To utilize the iPad to develop and share meaningful learning activities for students
● To promote one's own learning by exploring educational resources and tools, as well as areas of personal interest
● To differentiate instruction by developing and providing developmentally-appropriate learning materials and reinforcement activities

GENERAL INFORMATION

Staff use of the iPad, like other technology resources, falls under the guidelines of the Dodge City USD 443 Acceptable Use Policy (AUP). Access to the Internet and other district electronic communications.

IFAD: Internet/On-Line Services—Acceptable Use

The purpose for the Internet and other network services provided by Unified School District 443 is to facilitate and support research and education by providing access to a variety of resources and an opportunity for collaborative work.

Users may encounter material that is controversial which users, parents, teachers, or administrators may consider inappropriate or objectionable. On a worldwide network, it is impossible to effectively control the content of, and access to, information data. It is the responsibility of the user not to initiate or pursue access to such material. USD 443 prohibits procurement of material not consistent with the educational goals of the district.

Access to, and use of, the Internet and other on-line network services must reflect district and building expectations for proper, legal, and ethical use. Examples of unacceptable use include, but are not limited to:

• Transmission of any material in violation of state or federal regulations, including copyright regulations.
• Use for individual commercial activities, including product advertisement, or for political lobbying.
• Use to access or obtain explicit or objectionable material.
systems is regulated and monitored through the school district’s Children’s Internet Protection Act (CIPA)-compliant content filtering software, as well as an iPad device management system. All related rules and expectations are applied to the use of the iPad.

The school district reserves the right to log and/or monitor all uses of its electronic information resources, including the Internet, district email, and other network services. The end user should assume no expectation of privacy when using these resources.

All applications, activities, and documents purchased through the school’s or district’s iTunes account for district-owned iPads are the property of Dodge City Public Schools. Apps purchased through personal iTunes accounts may be installed in school district iPads, as long as they are in compliance with the AUP and do not interfere with the use of the iPad or the district network for instructional purposes.

iPads are the property of Dodge City USD 443 and are subject to regular review and monitoring.

All iPads are issued with a USB cable and a charger. A cover is provided by the school district. However, staff may opt to purchase their own covers and return the district’s cover to inventory. Covers purchased by individuals must provide protection for the iPad, especially at areas vulnerable to damage, such as the corners and screen. All iPads issued by the school district must be protected by a case at all times.

Staff should:
● Ensure the iPad is at school every day, fully charged.
● Keep the iPad in your possession or in a secure place at all times.
● Report loss, theft, or damage immediately to your supervisor.
● Use the iPad primarily for educational purposes.
● Follow the Acceptable Use Policy at all times.
● Set password protection on the device.
● Insert and remove cords and cables carefully to prevent damage.
● Return the iPad to the Technology Department when requested, for annual maintenance, updates, etc. Staff members who terminate their employment with USD 443 must return the iPad on or before the date of termination.

**Staff should not:**
● Exchange iPads with another staff member or student.
● Apply any permanent marks, decorations, or modifications to the iPad, or remove any district-installed identification marks or labels.
● Attempt to perform maintenance/repair or “Jailbreak” the iPad.

**Using the iPad**

● Clean the screen often with a microfiber cleaning cloth only.
● Make sure hands are clean before using.
● Keep away from food and drink.
● Charge the iPad only with the charger provided, using a standard wall outlet.
● Document any software/hardware issues to the Technology Department as soon as possible.
● Keep the iPad in a well-protected temperature-controlled environment when not in use (i.e. <90° F and >32° F).
● Always keep a backup copy of your iPad contents on iCloud and/or by syncing your device to your desktop/laptop computer. In the event that the Technology Department needs to reset it, personal files will be lost unless backed up. All district and personal apps can be restored easily from iTunes. USD 443 is not responsible for data loss.
● You may use peripheral devices, such as Bluetooth keyboards, ear buds, a stylus, etc., with your iPad.
● Staff members are welcome to connect their iPad to their home and other wireless networks that will assist them with iPad use while at home or away from the school or district.
Applications

- All iPads will be issued with several predetermined applications (apps) pre-installed.
- Before receiving an iPad, each staff member should have an Apple iTunes account through which free and purchased personal apps may be acquired. (Note: A personal credit card is requested when creating an iTunes account. This is useful when ordering apps for personal use. However, it is not necessary to include a credit card number when creating a personal iTunes account. Personal apps may be purchased using an iTunes card, which is available from area merchants.)
- Apps purchased by the school district will use the staff member’s personal iTunes account to deliver apps to the iPad. However, district-purchased apps will not be charged to personal iTunes accounts.
- A basic/common set of apps are deployed on each iPad. Throughout the course of the iPad initiative, additional applications may be reviewed and added to facilitate academic use.
- A procedure will be developed for staff members to request additional apps for instructional use. More information on this process will be provided as it is finalized.
- Updates to your iPad’s operating system (iOS) and to district-purchased applications should be kept up-to-date by the staff member.

Saving Documents

Saving documents with your iPad is done using "cloud" document storage/sharing capabilities, including iCloud and/or your school Google account. You can save and export your documents in a couple of different formats for later use. This allows you to access your documents from other computers via the Internet. You can also share your documents with students in your class or your colleagues with these applications.

Reporting Technical Issues

Any errors or problems with the iPad should be reported as soon as possible, so they can be addressed in a timely manner.
**Damage, Theft or Loss**

iPads come with tracking and monitoring software installed.

The staff member may be held financially accountable for loss or damage due to negligence or abuse of the district-owned iPad. Homeowners and/or auto insurance may cover some incidents of theft or loss, but are subject to individual deductibles. The replacement cost of the iPad2-16GB is approximately $350.00.

If the property is damaged, lost, or stolen, USD 443 administration should be contacted immediately. If the damage, theft, or loss is due to negligence or deliberate action, the staff member will be responsible for the repair/replacement cost. In the case of theft, vandalism, and other criminal acts, a police report MUST be filed and a copy provided to Dodge City Public Schools.

The iPad must be returned to Dodge City Public Schools upon a staff member’s separation from employment with USD 443, or the staff member will be responsible for the replacement costs.

**BRING YOUR OWN DEVICE (BYOD) FOR STAFF**

Staff of Dodge City Public Schools may use privately owned electronic devices to access the USD 443 wireless network. Connecting to the USD 443 Wi-Fi network with personal devices is a privilege, not a right. Permission to use privately owned devices is contingent upon adherence to the USD 443 AUP and these guidelines.

If a privately owned device disrupts the educational environment or interferes with the operation of the USD 443 Wi-Fi network, that access may be limited or revoked at the discretion of the USD 443 Technology Department.
Data Storage, File Sharing and Printing

Staff members’ iPads come with approximately 16GB of internal storage for an operating system (iOS), apps, files, etc. Additional storage is available on “cloud” services such as iCloud, DropBox, Google, and more. If an iPad’s storage becomes insufficient for academic purposes, personal apps and files must be deleted from the device.

Access to storage and files in the staff member’s Home Directory (H: Drive) on the school district’s network may be made available through FTP apps. Use of this requires some technical knowledge and experience.

Sharing of files among staff members or with students may be accomplished in a number of ways, including the use of staff members’ access to the school district’s Google Docs accounts. A variety of file sharing apps and services are available, including EdMoto and others. More information on file sharing will be made available as the various services are identified and used by staff members.

Printing from iPads on the school district’s network is not a simple task... yet. However, one purpose for having an iPad is to avoid the need to print many files by having information accessible in electronic format. If it is necessary to produce a printed document, it should be emailed from the iPad to an email account, such as your lastname.firstname@usd443.org account, on an accessible computer and printed from there. There is currently no access to “air printers” or “e-printers” on the school district’s Wi-Fi network. Future enhancements to printing services will include wireless printing.
systems is regulated and monitored through the school district's Children's Internet Protection Act (CIPA)-compliant content filtering software, as well as an iPad device management system. All related rules and expectations are applied to the use of the iPad. The school district reserves the right to log and/or monitor all uses of its electronic information resources, including the Internet, district email, and other network services. The end user should assume no expectation of privacy when using these resources.

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**IPAD INITIATIVE BY PHASE**

**Phase I**

● Initiated in the fall of 2012.
● Included the purchase of 600 iPads and 20 carts for use in 29 classrooms.
● 29 teachers acted as pilot teachers to implement the beginning stages of Phase I.
● Approximately 725 students were served by the first phase of the iPad initiative.

**Phase II**

● Began in spring of 2013.
● Included the purchasing and/or reorganization of 550 additional iPads and 9 carts.
● 23 teachers in the initial pilot group continue to utilize the iPads throughout the full instructional day while 27 more teachers were added, mostly at the elementary level.

**Phase III**

● Includes the deployment of iPads to the remainder of the teaching staff, including our #613 Special Education teachers.
● Includes professional development for teachers relative to the device as a tool for enhancing classroom productivity and creativity.

**Phase IV**

● Continued professional development of teachers during the summer and the utilization of teacher professional development days in August, before the school year begins.

**Phase V**

● Deployment of approximately 6,000 devices into the hands of our students.

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Preparing today's students with the knowledge, skills, and attitudes for success in the 21st Century workplace.

• Personalizing learning to each student's needs, interests, abilities, and aspirations.

• Empowering all students through rigorous, relevant and engaging learning opportunities, both inside and outside the classroom.

Preparing, Personalizing and Empowering 21st Century Learners

Dodge City USD 443

“iPad Initiative”

Internet and On-Line Services
Acceptable Use Policy - continued

• Transmission of offensive, harassing, discriminatory, or otherwise objectionable material.

• Use that disrupts the use of the network and related services for other users, including damage or degradation of hardware and software.

• Access, modification, or damage, to files, passwords, or other data belonging to other users.

• Modification of system or software parameters as established by network administrators.

• Use of personal software without authorization from a network administrator who has the responsibility of guaranteeing the software’s virus-free and copyright status.

Unified School District 443 reserves the right to determine whether specific uses of the network are consistent with this acceptable use policy. In addition, the district reserves the right to log Internet use and to monitor file server space utilization. USD 443 further reserves the right to monitor use, including e-mail, and remove user accounts, and/or restrict user access in order to prevent unauthorized activity.

I have read, understood, and will abide by these guidelines and by the “Internet and On-Line Services Acceptable Use Policy” for Unified School District 443. I understand that violation of these guidelines, and/or this policy, may result in disciplinary action.

PLEASE PRINT

User Name: _____________________  _________________________
First Name                              Last Name

Signature: ____________________________________________________________________________

Date: _____/_____/_______  District IPAD Cover

Yes _____  No _____
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